

Contacting Your Business

Do you call your business phone number or check your fax and e-mail on a regular basis? Imagine how frustrated your customers get when they cannot reach your business. I know I have encountered problems when trying to reach some of the DBE companies. What if I was a potential customer? You just lost business for your company!! Take away all barriers for your customers in reaching you. Check your fax and phone numbers. Get reliable e-mail service. Make sure all company materials have updated contact information. Have you recently checked your business information on the DBE

Directory OnLine at

<http://www.mdt.state.mt.us/scripts/cntrct/cntrctxt.pl?rptname=DBE+Directory>

Do it today. Rebecca



MONTANA DBE PROGRAM

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Visit us on-line at www.mdt.state.mt.us and click on Civil Rights Bureau

Workshop for Business Owners, March 6-7, 2002

From Rebecca Johnson, DBE Supportive Services

Come rain or shine, winter blizzards or road closures; the business workshop was on schedule and successful. We had great presenters and lots of valuable information. All attendees commented the workshop was well worth their time and they learned a great deal. Suggestions for improvement – weather. Copies of workshop handouts are available. Please send me your feedback on when is a good time for workshops/training and what type of training would be beneficial to your business? If I get several requests for the same type of training, I will do my best to get that training scheduled. DBE Supportive Services is here to help you develop your business – let me know your ideas on what will help your business.



Steve Garrison, MDT Legal Services, Workshop

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DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

Forest Rehab., Fran Peterson, Libby, Clearing and grubbing, roadside mowing and brushing, erosion control, and tree removal.

Pack Construction, Robyn & Patrick Walter, Cut Bank, MT Grading, excavation, trenching, places dirt and aggregate, truck hauling (dirt/aggregate supplies), and truck hauling(water).

A. Laugeni & Son, Inc., Joyce Laugeni, West Haven, CT Bridge painting, abrasive blast cleaning, lead abatement, and containment.

Garcia & Associates, John Garcia, San Anselmo, CA Consultant-cultural resource, wetland studies, environmental impact studies, assessments or statements, fish studies, water quality, mitigation, arbitration, negotiation studies, wildlife assessment, endangered species, biological assessments, in stream flow studies.

Russell's Printing & Publishing, Inc., Julie K. Parks, Cedar Rapids, IA, Graphic design and offset printing.

Re-Certified DBE Companies

Hand-D-Powerwash & Water Truck Services, Dale Hand, Stevensville, MT, Cleaning of storm drains, culverts, catchbasins, storage bins, truck hauling (dirt/aggregate supplies), truck hauling (water), sandblasting, and powerwashing.

Poitra Visual Communications, LLC, Matt Poitra, Golden, CO, Brochure design, consultant-visual assessments, computer visualization graphic illustrator, consulting: public information brochures, videos, displays, newsletters, 3-D animation, web pages.



New Davis Bacon Wage Rates Schedule

Starting March 1, 2002, for any highway construction projects awarded after this date; there is a new wage rate schedule containing changes to the laborer, operators, and truck drivers wage rates. Please contact Rebecca if you would like a copy of this document.

CALL FOR NOTICES

This newsletter is e-mailed to ~500 contractors registered with the MDT contract plans section. Would you like to include an article, an advertisement, or information about your company in the newsletter? Send the information to me in a Word document and I will include it in the next newsletter. Rebecca.



Chick Rollins SCORE Business Owner Workshop

Just a Reminder...

If you don't have e-mail, you are not getting the information when you need it. I continually e-mail DBE companies with contract opportunities, bid invitations, training schedules, and valuable information for your business. If you are not currently getting this information, send me your e-mail address and get on the mail list. If you don't have an e-mail address, call me to get your company on-line. Rebecca.

LEARNING OPPORTUNITIES

Bidding and Estimating Workshop, Billings, MT, April 12, 2002, Big Sky Economic Development Authority offices, co-sponsored by DBE Supportive Services. No Fee. 5-hour class on how to prepare bid proposals, looking up contract opportunities, learn about bid match, calculate davis-bacon wage rates, and complete certified payrolls. Contact Rebecca Johnson for more information.

Northern Montana Techspo, March 22-23, 2002, Havre, MT, www.mirrorcenter.org \$40 for two days. A technology conference for educators and business people to learn to network, learn, create and share the use of technology. Web site development, exporting to Canada, and manufacturer resources.

Financial Management & Activity-Based Cost Accounting, Montana Manufacturers, Want a better understanding of business principles that can help improve your bottom line? May 16-17, 2002, Kalispell, call Montana Manufacturing Extension Center at 406-994-3812 or 406-758-2801. \$295 for both days.

For more information on all Safety classes listed below, contact Safety Bureau-MT Dept of Labor and Industry at 406-444-9396 or <http://erd.dli.state.mt.us/safety/sbhome.htm>

OSHA General Industry Course, April 18-19
Billings, MT; Sept 12-13 Great Falls, MT, Oct 17-18 Sidney, MT

OSHA Construction Course, April 11-12 Lewistown, MT

Workplace Safety Tools and Techniques, June 6 Missoula, Sept 26 Bozeman

Construction Trenching and Excavation, April 4 Butte, May 10 Kalispell

Principles of Scaffolding, April 26 Billings, Oct 18 Glendive, MT

Fall Protection in Construction, April 25 Billings, Oct 17 Glendive

Forklift Training, March 21 Lewistown, Oct 16 Missoula

OSHA Compliance & Workplace Safety, latest OSHA rules and regulations, understanding of basics of OSHA record keeping, learn how to avoid the top 10 most common OSHA violations, May 8, Helena, MT, \$199 per person, contact National Seminars Group, www.natsem.com or 1-800-258-7246. Check out other courses offered in Montana on their web site.

Women Entrepreneurial Networking Meetings – March 19, Billings, 4:00-6:00pm, SBDC, 222 North 32nd Street, Bighorn Conference Room, 4th Tuesday of every month, Deanna South, 256-6871

Women Entrepreneurial Networking Meetings – March 27, Great Falls, 7:30-9:30am, Penne's Gourmet to Go, 815 Central, 4th Wednesday of every month, Suzanne David 453-8834

Business Plan Workshop, March 26, Helena, Federal Building, 4:30-6:30pm, Stephanie Hilger 443-0800, Cost \$5.00

Business Orientation Workshop, March 27, Missoula, 103 East Main Street, 9:00-11:00am, Eric Bailey, 728-9234

Business Assistance Workshop, March 28, Ronan, Mission Mountain Market, 405 Main St, Billie Lee 696-5900

Small Business Entrepreneurial Roundtable, March 27, Helena, Perkins Restaurant, 1803 Cedar Street, Stephanie Hilger, 443-0800, 4th Wednesday of every month, SBA Calendar <http://www.sba.gov/calendar/>

Web site with links to all Montana colleges, universities, and two-year colleges is:
<http://www.msugf.edu/links.html>

Montana Business Connections web site is: <http://www.mbc.umt.edu/>

Online Support for Montana's Disadvantaged Business Enterprises Now Available at DiscoveringMontana.com

The Civil Rights Bureau of the Montana Department of Transportation recently announced that Disadvantaged Business Enterprises (DBE) may now enter contract payment information online using the Disadvantaged Business Enterprise Tracker. This is the latest online service available at www.DiscoveringMontana.com, the State's official website.

The innovative application allows any Disadvantaged Business Enterprise to report payments received for work they have performed on a Department of Transportation project. These payments are made by prime contractors that have been awarded contracts by the Montana Department of Transportation for work on Federal-aid highway construction projects. The owners may report these payments online, 24 hours a day, 7 days a week.

A Disadvantaged Business Enterprise is defined as a minority, female, or other socially and economically disadvantaged owned business under the rules and regulations of the United States Department of Transportation's Disadvantaged Business Enterprise guidelines. Approximately 100 Disadvantaged Business Enterprises have been registered in Montana.

The business owner can log on using a username and password, view previous payment history, and enter new payment information. The information is then used by the Civil Rights Bureau to track contract payments, and ensure that all programs and services offered to the general public by Montana Department of Transportation are free from discrimination.

Prior to developing the online payment tracking service, Disadvantaged Business Enterprises were required to file their reports with the MDT Civil Rights Bureau. While the current service will continue to be available, the Department of Transportation's Civil Rights Bureau expects the online tracking system to be a popular alternative.

The DBE Tracker service is offered by the State as a result of an alliance between state government and the private sector. The system was cooperatively developed and is supported by the Montana Department of Transportation's Civil Rights Bureau, the Department of Administration's Information Technology Services Division and Montana Interactive, Inc., a wholly owned subsidiary of eGovernment provider NIC (Nasdaq: EGOV). This service is part of an ongoing interactive application program that the State is offering at its official website, www.DiscoveringMontana.com.

For more information on the application, visit DiscoveringMontana.com, the Department of Transportation website at www.mdt.state.mt.us, or call the Civil Rights Bureau at 406-444-6331. TTY users can either use the 711 relay service or call the Department directly at (406)444-7696 (TTY).

DBE INTERNSHIP PROGRAM

If you are interested in participating in the DBE Internship Program where DBE Supportive Services will work to match a student intern with your company, please complete the attached form and send it to Rebecca. This program will match Native American business or information system student (junior or senior level) from a Montana college with a DBE business. The main goals of the program are benefiting the DBE company by providing an individual to the company with skills and knowledge in areas the owner deems necessary for development of the business as well as giving student interns the opportunity to learn new skills and gain experience by applying their knowledge to a business first hand. Possible projects/work for internships are computer networking, web page development, development of a database, development of office systems and procedures, development of a marketing plan, etc. A few things for you to consider: The student intern will have to be hired as a part-time employee of your company. DBE Supportive Services will pay 1/2 of gross wages up to \$4,999.99. Some schools require 3-6 months for an internship program (how long can you support a student intern at your business?). I will do my best to get a student intern for the businesses that complete the attached application and convey an interest in participating in this program. For the current year, there will be three internship openings. Please send in your application in the next two weeks. Thank you. Rebecca

**MONTANA DBE COMPANY
REQUEST TO PARTICIPATE IN INTERNSHIP PROGRAM**

Date:_____

Company Name:_____

Address:_____

Contact Person:_____ Contact Phone:_____

E-Mail:_____ Fax:_____

Describe what assistance you need? (Also describe a project an intern will complete during this time).

Describe Length of Internship Desired (in months)? _____

Estimated Start Date for Internship?_____

Estimated Hourly Wage for Intern?_____

Please provide a brief description of your company (size of company in terms of number of employees and total gross receipts/sales, type of business-what is your main type of service or product that you provide, and who is your customer-who do you sell to)

Montana DBE Supportive Services will provide up to \$4,999.99 in funds for payment of ½ of gross wages of intern during this internship. In the majority of cases, the intern will be hired as an employee of the company for the duration of the internship. I understand these conditions and do not foresee any problems with providing the necessary funds and hiring the individual as an employee.

Signature, MT DBE Company Owner

Date

Please call Rebecca Johnson, 800-883-5811 or rejohnson@state.mt.us with questions or assistance with completing this form. MT DBE Program, MT Dept of Transportation, PO Box 201001, Helena, MT 59620-1001.

Nx Level Business Plan Basics On-Line

Learn the Basics of Business Planning and Business Ownership via the Internet

Real instructors and a workbook will help you develop a business plan that will act as your road map for start-up and future growth. Common, simple business terms are used and explained. You will learn to set realistic goals, predict cash flow, establish a budget and identify your market. This course covers the very basics of business while it walks you through each step of preparing a business plan. Currently, companies may register for \$99.95 until April 30th and DBE SS will reimburse you for this amount. For more information, go to web site <http://nxlevel.cec.umt.edu>



Dave Gibson, Chief Business Officer, State of Montana, Workshop for Business Owners, March 6-7, 2002

DBE Bid Award Survey

After every bid letting for the next few months, Rebecca will be contacting DBE construction firms asking for information on what projects you bid on, were you prime or subcontractor bidder, what prime contractors did you bid with, feedback on why your bid was not awarded. The goal is to help DBE companies get more bid awards. Please submit this information via fax, e-mail or phone call within two weeks after the bid letting. Your cooperation is greatly appreciated. Thank you. Rebecca

DBE Logo Contest

Get your entries in by May 1, 2002 for a chance to win a Personal Data Assistant. A committee will select the winning logo based on originality, artistic quality, professional appearance, printable format, and demonstration of nature of DBE program. If the submitted logos do not meet the stated criteria, the option is available for no selection of logos. Any individual or company is welcome to submit their logo ideas. Thank you. Rebecca.



Business Plan Workshop

Please contact Rebecca if you would like to attend a workshop to get a business plan written. The class would introduce the basics of a business plan and then work to get a plan written in the same day. If there is enough interest, I will organize this workshop.



Rebecca Johnson, Darren Kaihlanen, Vicky Koch, MDT Civil Rights Bureau

Quote of the Month

I am always doing that which I cannot do, in order that I may learn how to do it.

Pablo Picasso (1881 - 1973)

Current Montana Transportation Department Highway Construction Projects

For the quickest and most complete notification information of these projects as they are advertised for bid, go to the web site <http://mdt.state.mt.us/cntrct/contract.htm> and click on Invitation for Bids. While the newsletter has notices posted, do not rely on this information alone. If you do not have Internet access, please contact Rebecca to get on a monthly mailing distribution list for a printed copy of the Invitation for Bids. Please note that for this bidding letting, the DBE contract goals are 0% for all projects listed below.

Invitation for Bids, Letting of March 28, 2002

Sealed bids on the following projects will be received by the Montana State Department of Transportation-Highways Division, Contract Plans Section, Room 101, 2701 Prospect, Helena, MT until 9:00am on March 28, 2002. The bids being publicly opened and read thereafter at 10:00am in the Department's auditorium. Bids proposals, plans, cross-sections, dirt runs if available, and full instructions to bidders are on file for examination, and may be obtained from the Contract Plans Section or go to web site <ftp://ftp.mdt.state.mt.us/contract/orderform.pdf> for order form. These documents may be requested by FAX (406) 444-7236, by mail or by calling (406) 444-6216, 6212 or 6215.

1. **Federal Aid Project Nos. NH 1-7(32)429 & NH1-8(24)446 Fort Belknap-East & Phillips County Line-East** Plant mix overlay, leveling, seal and cover on 40.34 kilometers of US 2 in Blaine and Phillips Counties.
2. **Federal Aid Project No. NH 1-9(41)544 Glasgow - East** Plant mix overlay, leveling and seal and cover on the Glasgow – East project in Valley County.
3. **Federal Aid Project Nos. NH 7-1(95)47 & NH 7-1(96)67 Signal Upgrade – Hamilton & Signal-NW of Stevensville** Signal upgrade, signing and pavement markings at two locations in Hamilton on US 93 in Ravalli County. Temporary signal, signing and pavement markings on US 93 northwest of Stevensville in Ravalli County.
4. **Federal Aid Project No. IM 15-1(91)17 Lima Red Rock** Cold milling, plant mix overlay and seal and cover on the Lima-Red Rock project in Beaverhead County.
5. **Federal Aid Project No. IM 15-5(99)277 Gore Hill Interchange-Great Falls** Grading, gravel, plant mix, drainage, guardrail and signing on the Gore Hill Interchange – Great Falls project in Cascade County. The project involves re-alignment of the southbound off-ramp and connections with frontage roads accessing the airport, prison and various businesses.
6. **Federal Aid Project Nos. SFCP 19-1(26)27, NH 24-1(55)16, SFCS 271-2(2)18 & SFCS 348-1(4)0 Georgetown Lake-N, Potomac-E, Helmville-E & W and Phillipsburg-W** Plant mix overlay and seal & cover on 18.7 kilometers of the Georgetown Lake-North project on State Route 1 in Granite and Deer Lodge Counties. Cold milling, plant mix overlay and seal & cover on 10.6 kilometers of the Potomac-East project on Mt. 200 in Missoula County. Leveling, plant mix overlay and seal & cover on 11.5 kilometers of the Phillipsburg-West project on secondary 348 in Granite County.
7. **Federal Aid Project No. IM 90-8(151)463 Pryor Creek-Big Horn County Line** Cold milling, plant mix overlay and seal and cover on the Pryor Creek-Big Horn County Line project in Yellowstone County.
8. **Federal Aid Project No. STPS 213-1(11)7 Junction Secondary 214-Northwest** Plant mix leveling and overlay with seal and cover on 25.8 kilometers of the Junction Secondary 214-Northwest project on Secondary 213 in Glacier County.
9. **Federal Aid Project No. BR 234-1(9)11 Beaver Creek-17.1km South of Havre** Bridge replacement with cast-in-place concrete slab bridge and approaches, including a detour bridge, on the Beaver Creek – 17.1 km south of Havre project in Hill County.
10. **Federal Aid Project No. STPS 253-1(8)0 Terry-North** Plant mix overlay, leveling, seal and cover and pipe replacement on 27.4 kilometers of the Terry – North road on Secondary 253 in Prairie County.
11. **Federal Aid Project Nos. SFCS 432-1(4)10 & STPS 534-1(4)23 17 km West of Big Sandy-West and Conrad-West** Plant mix leveling and overlay with seal and cover on 11.3 kilometers of the 17km West of Big Sandy-West project on Secondary 432 in Chouteau County and 5.3 kilometers of the Conrad-West project on Secondary 534 in Pondera County.
12. **Federal Aid Project No. BR 9022(22) Boulder River-6 km E of Basin A** 47-meter prestressed beam structure with plant mix approaches on the Boulder River – 6 km East of Basin project in Jefferson county.